

Job posting

Position: Online course developer

Closing Date: Posting will remain open until the pool is filled

Stipend: \$7,000 plus 4% vacation pay per course

Location: Online

Continuing education has been an integral part of the University of Victoria since its inception in 1963. Today, the Division of Continuing Studies (DCS) provides adult and continuing education programming in co-operation with UVic faculties and community partners. We offer a comprehensive portfolio of programs in a range of academic disciplines, using diploma, certificate, degree and other programming models to serve adult, part-time, international and geographically dispersed students.

Position summary:

The Division of Continuing Studies at the University of Victoria is seeking experienced professionals to develop online courses for adult learners in the construction and trades sector. We are currently recruiting developers for the following two courses:

1. Bidding and Estimating for the Trades

Course Description: Provides trades professionals with the foundational skills needed to prepare accurate bids and estimates for projects. The course will focus on the language and terminology of bidding, the roles of general contractors and subcontractors, cost management, cost estimating and pricing strategies, bid decision-making tools, understanding evaluation criteria, and effectively writing and preparing the components of a compliant bid package. Participants will learn how to assess project requirements, calculate material and labor costs, and develop competitive bids that reflect both market standards and business sustainability. Learners will gain hands-on experience with digital estimating tools such as PlanSwift, using real-world drawings to perform quantity takeoffs and develop cost estimates. The course emphasizes the use of technology to improve accuracy, efficiency, and competitiveness in bid preparation.

2. Procurement Practices and Contract Management for Construction and Trades

Course Description: Explores the operational, financial, and legal framework of contract execution, including procurement and purchasing planning and processes, as well as contract management best practices. This course focusing on how trades professionals can source materials and services efficiently, develop risk mitigation strategies, understand contract terms and schedules, and effectively manage supplier relationships, including dispute resolution and negotiation tactics.

Qualifications:

- Demonstrated expertise in one or both subject areas: bidding/estimating or procurement/contract management in the trades or construction industry required;
- Industry experience with the ability to illustrate your teaching with real life examples is required;
- Previous course development or teaching experience (designing content for a course, training or presentation) is an asset
- Experience with adult or non-traditional learners is considered an asset;
- Experience developing or delivering training or educational content, preferably in an online format is an asset;
- Familiarity with online learning platforms and instructional design principles is an asset.
- Ability to work independently and meet deadlines is required.

Key duties/responsibilities:

- From the approved description and outcomes, design and develop course content, including modules, assessments, and multimedia materials via a course blueprint and materials;
- Ensure course materials reflect current industry standards, terminology, and practices;
- Collaborate with instructional designers to structure content for online delivery;
- Incorporate adult learning principles and Universal Design for Learning (UDL) strategies;
- Incorporate edits to materials after curriculum validation check-points;
- Participate in meetings with the program team during the development process.

How to apply:

Please submit CV and letter indicating course(s) of choice to:

Liz Bowman, Program Coordinator

Business and Technology Programs, Division of Continuing Studies, University of Victoria

ecbowman@uvic.ca

Territory Acknowledgement

Consistent with UVic's values, we acknowledge and respect the Lək'wəŋən (Songhees and Xwsepsəm/Esquimalt) Peoples on whose territory the university stands, and the Lək'wəŋən and W̱SÁNEĆ Peoples whose historical relationships with the land continue to this day.

Equity statement

UVic is committed to upholding the values of equity, diversity, inclusion and [human rights](#) in our living, learning and work environments. In pursuit of our values, we seek members who are eager to actively participate in that shared responsibility. We actively encourage applications from members of [historically and systemically marginalized groups](#). Read our [full equity statement](#).